

# The Permit Process

The Community Development & Planning Department issues the following types of permits within the city limits of Jasper and the two-mile jurisdictional area of the Jasper Plan Commission.

- Improvement Location Permits (building)
- Fence Permits
- Pool Permits
- Sign Permits

The office is located on the second floor of the Jasper City Hall at 610 Main Street. Office hours are Monday through Friday, 7:30 am to 4:00 pm.

## REVIEW TIME

The Community Development & Planning Department requires five (5) business days after ALL required forms and drawings have been submitted to review permit applications. Please allow the necessary time when scheduling your project.

## APPROVAL

Upon successful review of all project issues, the Department will issue a permit for the work with the appropriate job-site placards. Work on the project may not begin until the approval has been granted.



## Community Development & Planning

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Visit [JasperIndiana.gov](http://JasperIndiana.gov) to review the complete  
Zoning Ordinance, Municipal Code, Title 16.

# The Permit Process

## What is the procedure to apply for a permit?

**Zoning Compliance:** First check that the property and the project both comply with the applicable zoning rules (land use).

Some typical issues are:

**Land Use:** Only those uses allowed as described under the City of Jasper's Zoning Ordinance are allowed within each zoning district.

**Set-Backs:** All set-backs for the primary and accessory use buildings must conform to the requirements of the City of Jasper's Zoning Ordinance.

**Building Height:** The maximum height of the building may not exceed those allowed by the City of Jasper's Zoning Ordinance.

**Signage:** All signage must conform to the size and height requirements as defined by the City of Jasper's Zoning Ordinance.

## SITE PLAN

A site plan is a "scaled" drawing that shows an overhead view of your lot indicating existing and proposed structures.

The basic information required for a site plan includes:

- ☐ Lot size and structure dimensions
- ☐ Footprint of proposed and existing structures
- ☐ Dimension distances between structures and property line on all sides
- ☐ Location and dimensions of easements and driveway
- ☐ Street names
- ☐ Arrow pointing in the north direction

## Types of Permits

### Improvement Location Permit

Otherwise known locally as a **building permit**, this form is required for all construction projects including residential, commercial, industrial, and institutional. An improvement location permit is required for new construction or a remodel if the footprint of an existing building or structure is expanded. Permits are required for work done inside the city limits of Jasper as well as within the two-mile jurisdictional area of the Jasper Plan Commission.

Types of construction requiring a permit:

- Any structural project-new or expansion
- Accessory structures such as detached garages and storage sheds of any size
- Sunrooms or Pergolas
- Swimming Pools

### Fence Permit

This form is required for all types of fences. Fences may not be placed on a City or Utility easement.

### Pool Permit

A permit is required for above-ground and in-ground pools if over 36" of water depth. A fence permit is also required with this permit.

### Sign Permit

Permits are required for permanent and temporary signs. Separate forms are available for each. The City of Jasper's Zoning Ordinance contains a section that provides for the Limitations on Signs (16.035).

- TIPS**
- The permitting process will move along more efficiently with properly prepared plans.
  - Requesting the latest submittal requirements for each type of project is a good idea.
  - If you have questions, concerns or need help, visit or call the staff in the Community Development & Planning Department.